



Your Name Here	Position Here	Report Month/Year Here	Hours Contributed
Mason Hill	Fine Arts Representative	December	10.5

CONSIDER REPORTING ON THE FOLLOWING

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

LOOKING BACK

NOTE: Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Hours Breakdown

(Meetings, events and activities that I've attended in my role, with a breakdown of hours)

- FA Link, 5h
- GA, .5h
- FA Discord, 1h
- GFC, 3h
- Email communications, 1h

Highlights and Reflection on monthly activity

(Information of note, what went well, what did not)

FA Link went well, but requires some optimization.

Projects in Progress

(Projects that I am currently working on, who I am working with, what resources do I require?)

Setting up another FA Link for January.

Completed Projects

(Projects that I have completed, what went well, what did not, and why)

First FA Link, in December.

Challenges I've Encountered:

(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).

- Certain presentations work better in a smaller environment, however the event benefits being in the atrium it was hosted in.

Goals I've Accomplished this Month:

(kept up with regular duties &/or accomplished additional goals)

Running the first FA Link

MOVING FORWARD

Current or Upcoming Tasks:
(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).

Goals for Next Month:
(What I would like to accomplish next month as a ULSU representative)

Important Dates/Deadlines:
(important deadlines related to my goals or position).